

Illinois Commerce Commission
Telecommunications Division
Central Office Inspection

Inspection Date: _____

COMPANY NAME	
EXCHANGE	
STREET ADDRESS	
TYPE OF SWITCH	
CLASS OF OFFICE	
CLLI CODE	
TOLL CENTER	
NUMBER OF LINES	
NUMBER OF TRUNKS	
HOST/REMOTE	
TEST NUMBER	
COMPANY REPRESENTATIVE(S)	

I. CABLE ENTRANCE	
	1. VAULT

Response Codes:
E-Excellent / A-Acceptable / F-Fair / P-Poor / NA-Not Applicable / Y-Yes / N-No
F or P Require a note

	2. PIT
	3. CONDUIT
	4. DUCT SEALS
	5. SHEATH BONDS
	6. SPLICE CASES
	7. PRESSURIZATION EQUIPMENT
	a. Spare Tank
	b. Spare Parts
	c. Last Routined
	8. C.O. MASTER GROUND
	a. Last Routined
	b. Testing Method Used
	i. Earth Ground Tester or ii. Clamp-on Meter
	9. HOUSEKEEPING
II. POWER AND SUPERVISORY EQUIPMENT	
A. BATTERY PLANT	
	1. GENERAL CONDITION
	2. SPECIFIC GRAVITY – LAST READING DONE
	3. VOLTAGE – LAST READING DONE
	4. MAINTENANCE PROGRAM
	a. Routine Schedule
	b. Run Down Test Results (Pass or Fail Date)
	3 hours with a permanent generator
	5 hours without a permanent generator
	c. Pilot Cell (usually lowest cell)
	5. SAFETY AND FIRST AID EQUIPMENT
	a. Goggles
	b. Mask
	c. Gloves
	d. Eyewash
	e. Spill kit
	f. Apron
B. AUXILIARY GENERATOR	
	1. KW RATING
	2. FUEL
	a. Type (Diesel, Gasoline, Natural Gas or Propane)
	b. Fuel Capacity (12-hour Minimum)
	3. AUTO START
	4. CONDITION
	5. EXERCISE AND ROUTINE (Monthly – Minimum Required)
	6. NEAREST PORTABLE GENERATOR
	7. STORAGE LOCATION
	a. Generator (Inside or Outside)
	b. Fuel Storage
	i. Inside or Outside; ii. Above or Below Ground

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	8. EMERGENCY SHUT DOWN PROCEDURE
C. MAIN POWER BOARD	
	1. VOLTAGE
	2. LOAD
	3. POWER AND SIGNAL CONNECTIONS
	4. ALARM REPORTING TESTS
	a. How Often Are They Tested?
	1. Switch
	2. Building
	b. Where Do They Appear?
	1. Switch
	2. Non-Switch
	5. ALARM CUT-OFF STATUS
	6. GENERAL CONDITION
	7. ARE POWER TAPS PRESENT? (Yes or No)
	8. ARE POWER TAPS ADEQUATELY FUSED? (Yes or No)
	9. POWER CABLES SEPARATED FROM COMMUNICATION CABLES (Yes or No)
	10. ARMORED CABLE PRESENT (Yes or No)
III. DISTRIBUTING FRAMES	
	1. GROUNDING BUS
	2. PROTECTOR BONDS
	3. CONNECTION INTEGRITY
	4. WIRE CLIPPINGS IN BLOCKS
	5. SPECIAL SERVICE GUARDING
	6. HOUSEKEEPING
IV. SWITCHING EQUIPMENT	
	1. EXCESSIVE OOS EQUIPMENT NOT REPAIRED
	2. STENCILING AND AISLE MARKINGS
	3. ADEQUATE PRINT AND SCHEMATIC
	a. Office Drawings (i.e., Floor Plan, MDF Layout)
	b. Switch/Equipment Drawing
	4. DUST AND DIRT
	5. SWITCH FILTERS CHANGED, if equipped (Monthly, Quarterly, Semi-Annually or Annually)
BASE UNIT ONLY	
	1. SOFTWARE BACKUP
	a. Onsite – Frequency
	1. Office Dependent Data (ODD)
	2. System/Generic
	b. Offsite – Frequency
	1. System/Generic
	c. Type (Tape, Disk or Flash Card)
	1. Onsite

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	2. Offsite
	2. BILLING MEDIUM (Tape or Disk) Is a tape or disk sent in or is it polled from offsite?
	3. SITE LOGS
	a. Trouble Log
	b. System Backup Log (Onsite or Offsite)
	c. Software Update Log
	d. Maintenance Activity Log (Spare Card Testing)
	4. SOFTWARE RELEASE OF SWITCH
	5. IS THE OFFICE EQUIPPED WITH SS7 LINKS AND TRUNKS?
	a. Are The Links Labeled?
	b. Type of Diversity – Link (Channel Bank, Cable Sheath or Route)
	c. Type of Diversity – Trunk (Yes or No)
V. 9-1-1	
	1. LOCK BOXES
	a. Tested
	b. When
	2. DIVERSE ROUTE ON 9-1-1 TRUNKS
	3. 9-1-1 TRUNKS IDENTIFIED ON MDF
	4. RESTORAL PRIORITY
VI. TOLL TRANSMISSION EQUIPMENT	
	1. TYPE OF CARRIER (N – N Carrier or T – T Carrier)
	2. EXCESSIVE OOS EQUIPMENT NOT REPAIRED
	3. DIGITAL CROSSCONNECT (DACS) (Yes or No)
	a. Software Backup Frequency
	b. Onsite/Offsite Backup
	c. Offsite Location
	d. Spare Cards
	4. FIBER OPTIC EQUIPMENT/TERMINAL (Yes or No)
	a. Spare Cards
	b. Fiber Readings
	c. Route Diversity
	d. Route Maps
	e. Fault Locating Equipment (OTDR)
	f. Location of Fiber Optic Restoral Kit
	g. Fiber Optic Restoral Procedure
	h. Software Backup (Nortel, Fujitsu or Lucent)
VII. BUILDING FACILITIES	
A. HOUSEKEEPING AND STRUCTURE	
	1. DEBRIS ON FLOORS
	2. ADEQUATE STORAGE
	3. GENERAL APPEARANCE
	4. BUILDING STRUCTURE
	5. WORK ENVIRONMENT

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B. SAFETY AND SECURITY	
	1. ADEQUATE LADDERS
	2. FIRST AID KIT(S)
	3. FIRE ALARM SYSTEM
	4. FIRE SUPPRESSION EQUIPMENT
	<i>TYPES OF SUPPRESSION</i> <i>1 – Halon, 2 – CO2 or 3 – Water</i>
	5. FIRE EXTINGUISHER QUANTITY
	6. FIRE EXTINGUISHER ROUTINES
	7. FIRE EXTINGUISHER TYPE
	8. BUILDING SECURITY
	<i>TYPES OF SECURITY</i> <i>1 – Locks Only, 2 – Local Alarm, 3 – Remote Alarm or 4 – Guard</i>
	9. PROPER POWER DOWN PROCEDURES
	a. Generator Procedures
	b. AC Procedures
	c. DC Procedures
	10. ADEQUATE MARKING
	11. WRITTEN POWER DOWN PROCEDURES
	12. POWER DOWN LOCATION (No More Than 3 Per Floor)
	13. FLOOR PLANS
	14. LOCK BOX
	15. FIRE DEPARTMENT
	a. Visits
	b. Direct Alarm

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